



Hawkesbury City Council

Attachment 1
to
item 234

Draft On-Site Sewerage Management
Policy

date of meeting: 10 December 2019
location: council chambers
time: 6:30 p.m.



Hawkesbury City Council
Policy

DRAFT

On-Site Sewage
Management
Policy

Adopted by Council at the
Ordinary Meeting Held on
<<Insert Date and Resolution Number>>

Hawkesbury City Council

Division:	City Planning	Policy Number:	Enter No
Branch:	Regulatory Services	Adopted Date:	Enter Date
Responsible Officer:	Manager - Regulatory Services	Next Review Date:	Enter Date
Director:	Director - City Planning	Version:	Enter No



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HAWKESBURY CITY COUNCIL POLICY

DRAFT On-Site Sewage Management Policy

1.0 TITLE

On-site Sewage Management Policy

2.0 PURPOSE

The purpose of this policy is define Council's role in the effective regulation of on-site sewage management systems in the Hawkesbury Local Government Area in order to preserve the waterways, community health and the environment.

3.0 SCOPE

This policy applies to:

- All existing and proposed domestic on-site sewage management facilities (SMFs)
- Commercial On-site Sewage Management Facilities
- Greywater reuse
- Unsewered properties in the Hawkesbury City LGA.

4.0 OBJECTIVE

The objectives of the Policy are aligned with the on-site sewage performance standards that are set out in the Local Government (General) Regulation 2005 which provides that a system of sewage management must be operated in a manner that achieves the following performance standards:

- (a) The prevention of the spread of disease by micro-organisms
- (b) The prevention of the spread of foul odours
- (c) The prevention of contamination of water
- (d) The prevention of degradation of soil and vegetation
- (e) The discouragement of insects and vermin
- (f) Ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned
- (g) The minimisation of any adverse impacts on the amenity of the premises and surrounding lands
- (h) If appropriate, provision for the re-use of resources (including nutrients, organic matter and water)

5.0 ROLES AND RESPONSIBILITY

Authorised Officer	Roles & Responsibilities
Responsible Officer or Staff member	Conducting inspections on the various types of on-site sewage management systems throughout the LGA
SMF Program Coordinator / Environmental Health Coordinator	Co-ordinating the day to day inspection activities / maintaining budget and ensuring Program is on target
Manager	Oversee Sewage Management Facilities program

6.0 DEFINITIONS

Glossary of Terms

LGA Local Government Area



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Policy	A plan or course of action, as of a government, political party, or business, intended to influence and determine decisions, actions, and other matters
SMF	(On-site) Sewage management facility

7.0 RELATED DOCUMENTS

Legislation

The Local Government Act 1993 (NSW) and the Local Government (General) Regulation 2005 (NSW) require an approval to install/alter an on-site sewage management system and a separate approval to operate a system of sewage management.

For the purposes of an approval to operate a system of sewage management, Section 103 of the *Local Government Act* states that an approval is to expire after five years from the date of approval. Council can choose to vary the period of the approval based on environmental risk, which in turn will influence the frequency of renewal.

Additional legislative instruments and guidance documents include:

- *Protection of the Environment and Operations Act, 1997 (NSW)*
- *Water Industry Competition Act, 2006 (NSW)*

The standards and guidelines indicated within the plan/policy should be read in conjunction with the requirements of:

- AS/NZS 1547 – “On-site domestic wastewater management”
- Environment and Health Protection Guidelines (1998)

These documents provide information for the assessment and evaluation of land suitability for effluent disposal.

Related Safe Work Method Statements (SWMS)

SWMS – EHO-001 – General Duties for Environmental Health Officers

SWMS – SMF-001 – Lifting Inspection Lids Using Swift Lifts

Procedures

Item	Criteria
Which on-site sewage management systems?	<ul style="list-style-type: none">• All domestic and commercial on-site sewage management systems
When are inspections undertaken?	<ul style="list-style-type: none">• In accordance with risk classifications (High – 1 year; Medium – 3 years; & Low – 5 years)• If complaints are received• If requested by owner/operator• Pre-purchase inspection (impending a sale of a property)
Who performs the inspection?	<ul style="list-style-type: none">• Sewage Management Facility Program Co-ordinator• Council's Sewage Management Facility Technical Officers
Why inspect on-site sewage management systems?	<ul style="list-style-type: none">• To determine operating status and compliance with standards and guidelines
Fees charged	<ul style="list-style-type: none">• The fees which are charged are updated annually in accordance with Hawkesbury



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	City Council's Annual Fees and Charges Policy
Records	<ul style="list-style-type: none"> • Audit sheets are maintained electronically • Approval to Operate is sent to owner • Pre-purchase inspection report is sent to applicant

SPECIFIC REQUIREMENTS FOR SPECIAL CIRCUMSTANCES

Applications that require a wastewater report

A wastewater report is required to be provided for any application for On-site Sewage Management Systems for properties sizes of 4000 square meters or less. A wastewater report will need to demonstrate that the property taking into account the disposal area, size of the disposal area, soil type and environmental conditions will allow the wastewater to be appropriately disposed of without harm to the environment or impact to adjoining properties.

Dual Occupancies

For applications of an on-site sewage management system where an attached or detached dual occupancy or where a separate dwelling is proposed, two applications will be required for two independent systems.

RISK CATEGORIES & INSPECTION FREQUENCY

All existing systems are risk classified according to specific criteria. The risk classification provides a mechanism for determining inspection frequency and the potential health and environmental risks. Three risk classifications are identified in table 1 and risk classifications are explained in table 2 below.

Table 1

On Site Sewage Management System Risk Categories	Risk Classification	Indicative Inspection Frequency
High	High	1 year
Medium	Medium	3 years
Low	Low	5 years

In some circumstances, not ALL criteria within a particular category may apply to either the system or location. In this instance, the officer performing the inspection must make a discretionary decision whether there is sufficient reason to move the system into a higher or lower risk category. Generally though, classifying a system to a higher or lower risk category based on one non-complying criterion would not be warranted.

Table 2
On Site Sewage Management System Risk Classification Criteria

Indicative Criteria	High Risk	Medium Risk	Low Risk
Land Area	<1000m ²	1000 – 4000m ²	>4000m ²
Soil type	Clay or Sand	Loam	Loam
Soil Structure	Weak/massive	Moderate structure	Good structure
Flooding	Flood prone	Flood prone/Not flood prone	Not flood prone
System Type	Primary	Primary Secondary	Secondary or better Primary that complies with today's standards
Depth to Groundwater or Hardpan	<0.6 metre	0.6 – 1.0 metres	>1 metres



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Slope	>20%	10 – 20%	<10%
Drinking Water Catchment	Yes	Yes/No	No
Buffer distances	Not comply	Partial compliance	Comply
Property Type	Commercial (>10kL/day) Residential	Commercial (<10kL/day) Residential	Residential
Hydraulic Load	High	Medium	Low
Maintenance regime	Poor maintenance	Regular maintenance eg. Servicing and desludging records	Regular maintenance eg. Servicing and desludging records
Occupancy	Lower occupancy may justify a reduction in the risk level.		
Locality (suburb) influence		Waterway proximity Flood prone High groundwater Topography Drinking water catchment Suburb population OSMS density	